Administrative Résumé Guide

When a job vacancy is posted, an organization communicates the need for an individual with a certain set of skills and abilities. **The function of your résumé is to pitch yourself as the solution to the organization's staffing need.** A chronological résumé is a customized document that highlights your experiences, educational background, and skills in the order that they occurred. A targeted résumé takes into account the intended reviewer(s) of the document and formats the information accordingly. You should use a targeted résumé, in conjunction with a cover letter, whenever you are applying for a specific job.

Artistic and Administrative Résumés: What's the difference?

Depending on the position for which you are applying, your résumé

Formatting

Though there are no hard-and-fast rules for formatting, the standard rule of thumb for early career applicants is one page in length. **The most effective method is to be as concise as possible while organizing the information as strategically as possible.** Include only details that will be useful to the employer. Include the most detail for information that is relevant to the skill set. Try to do this within a global context of your collective experiences, as it is important to craft the design of your résumé in order to highlight your unique skills and experiences. Exercise restraint with your descriptions, and **try to use the least amount of words to convey the most information possible.** Eliminate superfluous wording where you are able. See below for a list of effective active verbs to get started. Below are some formatting tips:

- 11 pt. font and 1 inch margins are standards.
- Use fonts that are easy to read.
- Avoid any font size under 10 pt.
- Create contrast by using different-sized fonts, boldface, lines, and shapes to distinguish between groups, headings, and subheadings.
- Make sure your résumé looks good on both color and grayscale printers.
- **Once you have decided on a format, it is important to remain consistent within your chosen parameters.** Make sure that all headings are formatted the same way, along with all spacing. It is this attention to detail that will help to distinguish you among other applicants, and it will give the panel a positive impression of you before you have begun to play.

Your résumé should appear neat, nuanced, and easy for the reader to skim through with speed. Do not use a form or template to construct your résumé! As you update your résumé, your formatting needs are subject to change alongside your experience, and templates can restrict the ease of future restructuring, additions, and content-specific formatting. Additionally, a résumé constructed using a form or template will not stand out from the countless other template résumés that your potential employer is likely to review. Deliver the information in an organized manner so that the user can easily find the information they seek without having to read through unnecessary information. Chances are that the reviewer will not read through your résumé in a linear, top-to-bottom manner, so it is particularly important that the most unique information stands out.

Common categories on a musician's résumé include **performances, ensemble experience (organized by type), principal teachers, coaches, conductors, masterclasses, festivals, competitions, awards, scholarships, internships, and teaching experience, with education coming last.** Composers often include works performed, premieres, works published, and recordings. It is common for singers to organize a résumé by operatic roles, partial roles, and solo/choral performances. Most résumé use a combination of lists, outlines, and columns. See the accompanying sample résumé for examples.

Keep it fresh. Try to use a variety of descriptive words to keep your résumé varied. Experiment with different headings, and choose the heading that best communicates your particular brand. Focus on content that highlights your accomplishments and outcomes with regards to the job posting. Avoid stating the obvious in your job descriptions, and eliminate qualifiers, such as, "Responsibilities include."

Action Verbs

Achieved	Constructed	Followed	Moderated	Reinforced
Acted	Controlled	Forecasted	Monitored	Remodeled
Adapted	Copied	Formulated	Motivated	Rendered
Administed	Coordinated	Founded	Negotiated	Reorganized
Advanced	Corresponded	Gathered	Observed	Repaired

Advised	Counseled	Generated	Operated
Analyzed	Created	Graduated	Organized
Anticipated	Decided	Guided	Originated
Appraised	Defined	Handled	Participated
Approved	Delivered	Headed	Perceived
Arranged	Demonstrated	Helped	Performed
Assembled	Designed	Identified	Persuaded
Assessed	Determined	Illustrated	Planned
Assisted	Developed	Implemented	Prepared
Attended	Devised	Improved	Presented
Audited	Diagnosed	Improvised	Printed
Balanced	Directed	Inaugurated	Processed
Budgeted	Discovered	Increased	
Built	Displayed	Influenced	
Calculated	Disproved	Informed	
Charted	Distributed	Initiated	
Checked	Drafted	Installed	
Classified	Edited	Instructed	
Coached	Enabled	Interacted	
Collected	Encouraged	Interpreted	
Communicated	Enhanced	Interviewed	
Compared	Established	Investigated	
Compiled	Estimated	Launched	
Completed	Evaluated	Led	
Composed	Executed	Listened	
Computed	Expanded	Located	
Conceived	Expedited	Maintained	
Conceptualized	Explained	Managed	
Conducted	Fabricated	Measured	
Consolidated	Facilitated	Mediated	